



YOUTH COMMUNITY CORRECTIONS BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: YCC 60-23	Subject: VIDEO CONFERENCING VISIT
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Applicable ACA Standards: 2-7107	Revision Date: 10-10-08, 08-17-09, 05-24-10
Signature: /s/ Karen Duncan	Effective Date: 11-23-07
Signature: /s/ Steve Gibson	

I. BUREAU DIRECTIVE:

Youth Community Corrections (YCC) Bureau employees will follow established procedures for using the video conferencing system. Video conferencing visits may be used to allow, but not be limited to, visitation between the youth and family members, parole officers, attorneys, and potential treatment or placement providers. This procedure will be reviewed annually and updated as needed.

II. DEFINITIONS:

Facility – Great Falls Youth Transition Centers, Riverside Youth Correctional Facility or Pine Hills Youth Correctional Facility.

Site Point of Contact (SPOC) – an employee who is tasked with the responsibility of managing the use of the Video Conferencing Services (VCS) equipment at each local site.

Video Conferencing Services (VCS) – are those services provided by the Department of Corrections through the Department of Administration, including:

- Vision Net – The vendor-provided services used by the DOC and Montana Court System
- Met Net – Montana Education Telecommunications Network
- Point-to-Point conferencing among Department of Corrections' video sites

Video Conference Coordinator – Designated PHYCF employee, designated RYCF employee, Youth Community Corrections Administrative Support, and Youth Services Division Administrative Officer assigned to coordinate the video conference requests.

III. PROCEDURES:

A. PURPOSE

1. Video conferences should be utilized as much as possible to facilitate contact between family members, Juvenile Parole Officer (JPO), and youth correctional facility staff or other out of home placement staff during the time youth are in placement. Progress of the youth should be discussed monthly whenever possible.
2. Video conferencing should be utilized as much as possible to enhance the contact between the youth and his/her family while in a youth correctional facility or other

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out of home placement. Family visits should be scheduled monthly whenever possible unless the family intends on visiting the youth at the facility that month.

3. Video conferencing can be utilized to enhance communication between JPOs, youth correctional facility case managers, courtesy supervision officers, Youth Transition Centers (YTC) staff, staff with other placement providers, and other professionals working with youth. Monthly reentry team meetings should occur via video conferencing whenever specific team members are out of the area. Parents may participate in monthly reentry team meetings via video conferencing at the discretion of the JPO.

B. STEPS:

1. Appointments need to be arranged between the parties supervising the youth for a video conference visit. List of available sites can be found at <http://www.vision.net/prod/av/locations.php#>.
2. Upon accepted dates and times by all parties, the JPO or institutional caseworker will submit a request for video conference by email, to the appropriate video conference coordinator to conduct a video conference visit. It is preferable that requests are submitted at least two weeks in advance. Four optional dates must be presented at this time for the requested visit.
 - a. For video conference visits involving PHYCF Clinical Administrative Support, 233-2329 (back-up: Superintendent Administrative Officer, 233-2291) or RYCF Transportation Officer, 225-4517 (back-up: Director of Operations, 225-4502) the request will be sent to the respective facility.
 - b. For video conference visits between community sites not involving a youth correctional facility the request will be sent to YCC Administrative Support.
 - c. Video conferences for YCC that do not involve youth will be coordinated by the YCC Administrative Support regardless of facility involvement.
3. The video conference coordinator will match the visit dates with the community SPOC and will confirm the date and time with JPO and community SPOC.
4. During visits between a facility and community site, the JPO and caseworker or designee will be present.

Visits may be limited to one hour long visit per month, but can be reviewed on a case-by-case basis.

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5. A video conference usage report will be compiled quarterly by each coordinator using the Video Conference Usage Quarterly Report. [[YCC 60-23 \(A\)](#)]. Video conferences will be reported by the individual that coordinated them.
6. The quarterly reports will be sent to the Youth Services Division (YSD) Administrative Officer to be compiled and kept in a central location.

IV. CLOSING:

Questions concerning this procedure shall be addressed to the Youth Community Corrections Bureau Chief.

V. REFERENCES:

41-5-332, MCA	Release from Custody - detention - sheltercare
46-7-101, MCA	Appearance of arrested person - use of two-way electronic audio-video communication
46-9-206, MCA	Setting bail - appearance of use of two-way electronic audio-video communications
46-12-211, MCA	Plea agreement procedure - use of two-way electronic audio-video communication
46-18-102, MCA	Rendering judgment and pronouncing sentence - use of two-way electronic audio-video communication
46-18-115, MCA	Sentencing hearing - use of two-way electronic audio-video communication
46-23-109, MCA	Parole hearings and administrative reviews - telephone - video conference
46-23-218, MCA	Authority of board to adopt rules - purpose for training
2.13.106, ARM	Nonprofit Organization use of the State Telecommunication Systems Allowed
DOC1.7.5	Video Conferencing Services

VI. ATTACHMENTS:

[YCC 60-23 \(A\) Video Conference Usage Quarterly Report](#)